

CITY OF LINCOLN/LANCASTER COUNTY

CONTRACT AWARD NOTIFICATION
SPECIFICATION NO.05-007
ANNUAL REQUIREMENTS FOR
OFFSET PRINTING SERVICES

DATE: March 18,2005

CONTRACT PERIOD: March 1,2005 thru Febr.28,2006

CONTRACTOR: A to Z Printing Inc.
8230 Cody Drive
Lincoln, NE 68512

PURCHASING DIVISION
K-STREET COMPLEX
440 SOUTH 8TH STREET
LINCOLN, NEBRASKA 68508
(402) 441-7410

Company Representative: Susanne Quambusch
Telephone No.: 402/477-0815
FAX No.: 402/477-0837
E-Mail Address: squam@atozprint.com

THE CITY/COUNTY'S SPECIFICATIONS AND THE CONTRACTOR'S ACCEPTED PROPOSAL AND PRICING SCHEDULES, NOW ON FILE IN THE OFFICE OF THE CITY CLERK AND/OR THE COUNTY CLERK, ARE ADOPTED BY REFERENCE AND ARE AS FULLY A PART OF THIS CONTRACT FOR THE ABOVE-NAMED COMMODITY AS IF REPEATED VERBATIM HEREIN.

PER PROPOSAL AND CONTRACT SIGNED AND DATED MARCH, 2005

NO ACTION NEED BE TAKEN BY THE CONTRACTOR AT THIS TIME. ORDERS FOR MATERIAL WILL BE MADE AS NEEDED BY THE VARIOUS CITY/COUNTY DEPARTMENTS.

DEPARTMENTS REQUIRING CATALOGS AND/OR PRICING SCHEDULES SHALL NOTIFY THE CONTRACTOR DIRECTLY.

F/files/sharpurc/awardnofications/co05007a

E.O. #72752
Dated: 3/10/05

Original Contract to :Contractor
Public File
Purchasing

C-05 D125
RECEIVED

MAR 01 2005

LANG. COUNTY CLERK

CONTRACT DOCUMENTS

LANCASTER COUNTY

NEBRASKA

FOR

Specification #05-007

ANNUAL REQUIREMENTS FOR
OFFSET PRINTING SERVICES

CONTRACTOR: A to Z Printing, Lincoln, NE

LANCASTER COUNTY, NEBRASKA

CONTRACT AGREEMENT

THIS CONTRACT, made and entered into this ____ day of **February**, 2005, by and between **A to Z Printing, 8230 Cody Drive, Lincoln, NE** hereinafter called "Contractor", and the Lancaster County, Nebraska, hereinafter called the "County".

WITNESS, that:

WHEREAS, the County has caused to be prepared, in accordance with law, Specifications and other Contract Documents for the Work herein described, and has approved and adopted said documents and has caused to be published an advertisement for and in connection with said Work, to-wit:

Annual Requirements for quick copy and/or offset printing and related services, including: supplies, equipment, and delivery/pick up to/for Lancaster County Agencies. This Agreement is for the Offset Printing portion of the project.

and,

WHEREAS, the Contractor, in response to such advertisement, has submitted to the County, in the manner and at the time specified, a sealed Proposal in accordance with the terms of said advertisement; and,

WHEREAS, the County, in the manner prescribed by law has publicly opened, read aloud, examined, and canvassed the Proposals submitted in response to such advertisement, and as a result of such canvass has determined and declared the Contractor to be the lowest responsible Proposer for the said Work for the sum or sums named in the Contractor's Proposal, a copy thereof being attached to and made a part of this Contract;

NOW, THEREFORE, in consideration of the sums to be paid to the Contractor and the agreements herein contained, the Contractor and the County have agreed and hereby agree as follows:

The Contractor agrees to (a) furnish all tools, equipment, supplies, superintendence, transportation, and other construction accessories, services, and facilities; (b) furnish all materials, supplies, and equipment specified to be incorporated into and form a permanent part of the complete work; (c) provide and perform all necessary labor in a substantial and workmanlike manner and in accordance with the provisions of the Contract Documents; and (d) execute construct, and compete all Work included in and covered by the County's award of this Contract to the Contractor, such award being based on the acceptance by the County of the Contractor's Proposal, or part thereof, as follows:

EQUAL EMPLOYMENT OPPORTUNITY: In connection with the carrying out of this project, the contractor shall not discriminate against any employee or applicant for employment because of race, religion, color, sex, national origin, disability, age or marital status. The Contractor will take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, religion, color, sex or national origin. Such action shall include, but not be limited to, the following: employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other compensation; and selection for training, including apprenticeship.

The County agrees to pay to the Contractor for the performance of the Work embraced in this Contract, the Contractor agrees to accept as full compensation therefor, the following sums and prices for all Work covered by and included in the Contract award and designated above, payment thereof to be made in the manner provided by the County:

Request for Proposal #05-007, Annual Requirements for Quick and/or Offset Printing Services for the City of Lincoln and Lancaster County

The Work included in this Contract shall for the annual requirements beginning **March 1st, 2005 through Feb. 28th, 2006**.

- a. The County, at their discretion and with mutual consent from the Contractor, may extend the period of this agreement up to three (3) additional years, in one (1) year increments.
- b. The Contractor shall be notified in writing by the Purchasing Agent of the County's intention to extend the contract period at least thirty (30) days prior to the expiration of the original contract period.

The Contract Documents comprise the Contract, and consist of the following:

1. The Request for Proposals Specifications - **Exhibit 1**
 - 1.1 Contractor Requirements
 - 1.2 Proposal Specifications
 - 1.3 Evaluation and Award
 - 1.4 Cancellation
2. The Accepted Proposal - **Exhibit 2**
3. The Contract Agreements
4. Insurance requirements for all Contracts - **Exhibit 3**

These Contract Agreements, together with the other Contract Documents herein above mentioned, form this Contract, and the are as fully a part of the Contract as if hereto attached or herein repeated.

The Contractor and the County hereby agree that all the terms and conditions of this Contract shall by these presents be binding upon themselves, and their heirs, administrators, executors, legal and personal representatives, successors, and assigns.

IN WITNESS WHEREOF, the contractor and the County do hereby execute this contract.

EXECUTION BY LANCASTER COUNTY, NEBRASKA

CONTRACT APPROVED AS TO FORM:

COUNTY OF LANCASTER, NEBRASKA

Kristy Mundt
Deputy Lancaster County Attorney

Larry Hudkins
Chairperson, Board of Commissioners

Dated: 3/8/05

EXECUTION BY CONTRACTOR

IF A CORPORATION:

ATTEST:

Secretary

Dated: _____

(SEAL)

ATOZ Inc ^{dba} ATOZ Printing
Name of Corporation
8230 Cody Dr. Lincoln
Address NE 68512
By: Susan Quaresima
Duly Authorized Official
President
Legal Title of Official

CATEGORY VIII - OVERSIZED COLOR PRINTS

ITEM	DESCRIPTION	COST/PIECE	COMMENTS:
8.1	Matte (full coverage) state size:	N/A	
8.2	Semi-Gloss (full coverage) state size:	N/A	
8.3	Vinyl (full coverage) state size:	N/A	

General comments (optional):

2. OFFSET PRINTING PROPOSAL

CATEGORY I - 20# COMMODITY GRADE BOND PAPER

ITEM	DESCRIPTION	Quantity: price per:	500 Shts per 500	1M Shts per 1,000	2M Shts per 1,000	5M Shts per 1,000	10M Shts per 1,000
2.1.1	White, 8-1/2 x 11", 1-Sided, 1-Color		\$ 25	\$ 33	\$ 25	\$ 20	\$ 18
2.1.2	White, 8-1/2 x 11", 2-S, 1-C		29	50	37	28	25
2.1.3	White, 8-1/2 x 14", 1-S, 1-C		26	35	28	22	19
2.1.4	White, 8-1/2 x 14", 2-S, 1-C		40	52	43	30	28
2.1.5	White, 11 x 17", 1-S, 1-C		29	41	31	26	24
2.1.6	White, 11 x 17", 2-S, 1-C		50	65	44	35	32
2.1.7	Colored (standard), 8-1/2x11" 1-S, 1-C		29	41	30	25	23
2.1.8	Colored (std), 8-1/2 x 11" 2-S, 1-C		42	58	39	31	29
2.1.9	Colored (std), 8-1/2 x 14" 1-S, 1-C		31	45	34	29	27
2.1.10	Colored (std), 8-1/2 x 14" 2-S, 1-C		49	60	47	39	36
2.1.11	Colored (std), 11 x 17" 1-S, 1-C		37	57	46	40	38
2.1.12	Colored (std), 11 x 17" 2-S, 1-C		54	81	62	51	47

CATEGORY II - NCR FORM (printed 1-color 20# or Standard Weight)

ITEM	DESCRIPTION	Quantity: w=white, y=yellow, p=pink, g=goldenrod Price per:	250 Sets /250 Sets	500 Sets /500 Sets	1M Sets per 1,000	2M Sets per 1,000	5M Sets per 1,000
2.2.1	2 part (w/y) 8-1/2 x 5-1/2"		25	29	45	42	40
2.2.2	3 part (w/y/p) 8-1/2 x 5-1/2"		32	41	69	67	65
2.2.3	4 part (w/y/p/g) 8-1/2 x 5-1/2"		45	55	95	93	90
2.2.4	2 part (w/y) 8-1/2 x 11"		39	57	92	86	80

ITEM	DESCRIPTION w=white, y=yellow, p=pink, g=goldenrod	Quantity: Price per:	250 Sets /250 Sets	500 Sets /500 Sets	1M Sets per 1,000	2M Sets per 1,000	5M Sets per 1,000
2.2.5	3 part (w/y/p) 8-1/2 x 11"		53	82	139	134	128
2.2.6	4 part (w/y/p/g) 8-1/2 x 11"		66	109	192	184	179
2.2.7	2 part (w/y) 8-1/2 x 14"		46	67	110	102	98
2.2.8	3 part (w/y/p) 8-1/2 x 14"		62	99	175	165	157
2.2.9	4 part (w/y/p/g) 8-1/2 x 14"		76	133	235	226	221
2.2.10	List any additional charge for non-std colors		101 PER SHEET				

CATEGORY III - 70# TEXT STOCK - Commodity Grade - Plainfield Color: White

ITEM	DESCRIPTION	Quantity: Price per:	500 Shts. /500 shts	1M Shts. 1,000 shts	2M Shts 1,000 shts	5M Shts 1,000 shts
2.3.1	White, 8-1/2 x 11", 1-Sided, 1-Color		\$ 31	\$ 41	\$ 33	\$ 27
2.3.2	White, 8-1/2 x 11", 2-S, 1-C		40	55	44	34
2.3.3	White, 8-1/2 x 14", 1-S, 1-C		33	45	36	29
2.3.4	White, 8-1/2 x 14", 2-S, 1-C		45	64	48	39
2.3.5	White, 11 x 17", 1-S, 1-C		36	55	45	42
2.3.6	White, 11 x 17", 2-S, 1-C		50	73	60	50
2.3.7	Colored (standard), 8-1/2x11" 1-S, 1-C		33	47	38	32
2.3.8	Colored (std), 8-1/2 x 11" 2-S, 1-C		43	62	44	35
2.3.9	Colored (std), 8-1/2 x 14" 1-S, 1-C		36	53	44	38
2.3.10	Colored (std), 8-1/2 x 14" 2-S, 1-C		49	70	55	47
2.3.11	Colored (std), 11 x 17" 1-S, 1-C		45	69	60	54
2.3.12	Colored (std), 11 x 17" 2-S, 1-C		58	88	72	63
2.3.13	Indicate charge if extra for bleeds:		5.00 PER M FOR BLEEDS			

CATEGORY III - 70# SPECIALTY PAPERS Premium Grade - Royal Fiber (White and Colors)

ITEM	DESCRIPTION	Quantity: Price per:	500 Shts. /500 shts	1M Shts. 1,000 shts	2M Shts 1,000 shts	5M Shts 1,000 shts
2.3.14	White, 8-1/2 x 11", 1-Sided, 1-Color		\$ 40	\$ 63	\$ 52	\$ 46
2.3.15	White, 8-1/2 x 11", 2-S, 1-C		50	80	64	55
2.3.16	White, 8-1/2 x 14", 1-S, 1-C		63	82	70	64

ITEM	DESCRIPTION	Quantity: Price per:	500 Shts. /500 shts	1M Shts. 1,000 shts	2M Shts 1,000 shts	5M Shts 1,000 shts
2.3.17	White, 8-1/2 x 14" , 2-S, 1 -C		63	99	81	72
2.3.18	White, 11 x 17" , 1-S, 1-C		59	101	88	80
2.3.19	White, 11 x 17" , 2-S, 1-C		72	80	99	89
2.3.20	Colored (standard), 8-1/2x11" 1-S, 1-C		40	63	52	46
2.3.21	Colored (std), 8-1/2 x 11" 2-S, 1-C		53	80	64	55
2.3.22	Colored (std), 8-1/2 x 14" 1-S, 1-C		50	82	70	64
2.3.23	Colored (std), 8-1/2 x 14" 2-S, 1-C		63	99	81	72
2.3.24	Colored (std), 11 x 17" 1-S, 1-C		59	101	88	80
2.3.25	Colored (std), 11 x 17" 2-S, 1-C		72	118	99	89
2.3.26	Indicate charge if extra for bleeds:		5.00 PER M FOR BLEEDS			

CATEGORY IV - 65 LB. COVER STOCK

Commodity Grade Plainfield Brgt White, Colors: Astro Bright

ITEM	DESCRIPTION	Quantity: Price per:	500 Shts. /500 shts	1M Shts. 1,000 shts	2M Shts 1,000 shts	5M Shts 1,000 shts
2.4.1	White, 8-1/2 x 11" , 1-Sided, 1-Color		\$ 42	\$ 67	\$ 56	\$ 50
2.4.2	White, 8-1/2 x 11" , 2-S, 1-C		55	84	68	59
2.4.3	White, 8-1/2 x 14" , 1-S, 1-C		52	88	76	69
2.4.4	White, 8-1/2 x 14" , 2-S, 1 -C		65	105	88	78
2.4.5	White, 11 x 17" , 1-S, 1-C		63	109	96	89
2.4.6	White, 11 x 17" , 2-S, 1-C		76	126	108	98
2.4.7	Colored (standard), 8-1/2x11" 1-S, 1-C		49	79	69	62
2.4.8	Colored (std), 8-1/2 x 11" 2-S, 1-C		62	96	81	74
2.4.9	Colored (std), 8-1/2 x 14" 1-S, 1-C		63	106	96	88
2.4.10	Colored (std), 8-1/2 x 14" 2-S, 1-C		76	123	108	97
2.4.11	Colored (std), 11 x 17" 1-S, 1-C		77	133	122	114
2.4.12	Colored (std), 11 x 17" 2-S, 1-C		90	150	134	123

CATEGORY V - 80LB. COVER STOCK

Commodity Grade Plainfield White

ITEM	DESCRIPTION	Quantity: Price per:	500 Shts. /500 shts	1M Shts. 1,000 shts	2M Shts 1,000 shts	5M Shts 1,000 shts
2.5.1	White, 8-1/2 x 11", 1-C, 1-S		\$ 47	\$ 77	\$ 65	\$ 59
2.5.2	White, 8-1/2 x 11", 1-C, 2-S		60	94	77	68
2.5.3	White, 8-1/2 x 11", COL, 1-S		257	352	231	140
2.5.4	White, 8-1/2 x 11", COL, 2-S		313	386	250	168
2.5.5	White, 11 x 17", 1-C, 1-S		73	129	114	107
2.5.6	White, 11 x 17", 1-C, 2-S		86	146	126	116
2.5.7	White, 11 x 17", COL, 1-S		349	429	296	225
2.5.8	White, 11 x 17", COL, 2-S		519	633	397	295

CATEGORY V - 80 LB. COVER STOCK

Premium Grade Royal Fiber (White & Colored)

ITEM	DESCRIPTION	Quantity: Price per:	500 Shts. /500 shts	1M Shts. 1,000 shts	2M Shts 1,000 shts	5M Shts 1,000 shts
2.5.9	White & Colors, 8-1/2 x 11", 1-C, 1-S		59	101	90	83
2.5.10	White & Colors, 8-1/2 x 11", 1-C, 2-S		72	118	102	92
2.5.11	White & Colors, 8-1/2 x 11", COL, 1-S		270	364	235	160
2.5.12	White & Colors, 8-1/2 x 11", COL, 2-S		326	398	254	187
2.5.13	White & Colors, 11 x 17", 1-C, 1-S		97	177	163	155
2.5.14	White & Colors, 11 x 17", 1-C, 2-S		110	194	175	163
2.5.15	White & Colors, 11 x 17", COL, 1-S		375	497	355	275
2.5.16	White & Colors, 11 x 17", COL, 2-S		545	701	455	342

CATEGORY VI - ENVELOPES

Printed One Side

ITEM	DESCRIPTION	Quantity: Price per:	500 EA. /500 each	1,000 EA. 1,000 each	2,000 EA. 1,000 each	5,000 EA. 1,000 each	10,000 EA. 1,000 each
2.6.1	#9, 24 Lb. White, 1-C		32	46	36	30	28
2.6.2	#9, 24 Lb. White, 2-C		48	56	51	39	32
2.6.3	#10, 24 Lb. White, 1-C		32	46	36	30	28

ITEM	DESCRIPTION	Quantity: Price per:	500 EA. /500 each	1,000 EA. 1,000 each	2,000 EA. 1,000 each	5,000 EA. 1,000 each	10,000 EA. 1,000 each
2.6.4	#10, 24 Lb. White, 2-C		48	56	51	39	32
2.6.5	#10, 24 Lb. White, COL		300	346	225	140	114
2.6.6	#10, 24 Lb. White Window, 1-C		34	49	39	33	30
2.6.7	#10, 24 Lb. White Window, 2-C		50	59	54	42	35

CATEGORY VII-BINDING CHARGE Added charge to base price - per set of 25 pages:

ITEM	DESCRIPTION	Quantity: Price per:	500 Sets /500 Sets	1,000 Sets 1,000 Sets	2,000 Sets 1,000 Sets	5,000 Sets 1,000 Sets
2.7.1	Collating-automatic machine/set		110	200	185	180
2.7.2	Collating - manual assembly/set		150	270	250	235
2.7.3	One staple-automatic machine/set		25	50	50	50
2.7.4	Two staples-automatic machine/set		50	100	100	100
2.7.5	Double staple-saddle stitch assembly		36	72	70	68
2.7.6	Plastic comb/spiral binding/set		255	480	450	420

CATEGORY VIII - OTHER CHARGES

Additional charges to base price

ITEM	DESCRIPTION	Check if YES you can provide	Check if NO this service Not offered	Comments / clarification
2.8.1	Padding (per pad of 50)	✓		
2.8.2	Folding, 1 or 2 folds/set or sheet	✓		
2.8.3	Crash consecutive numbers-red	✓		
2.8.4	Scratch pads (waste paper) 50pg/pad, glued top, approximately 4-1/4 x 5-1/2"	✓		
2.8.5	What are your standard production hours (shifts):	7:30AM/5:00PM MON-FRI OR AS NECESSARY		
2.8.6	Plate charges (specify type and charges, including any charge for storage of plates for future jobs):	INCLUDED		

3. BOTH QUICK & OFFSET PROCESS PROPOSAL

CATEGORY I- ADDITIONAL PROJECTS AND SERVICES

This proposal response schedule is not designed to be an all-inclusive composite of the offset printing (copying) needs for the City/County; we estimate between 10%-15% of our needs will not be accommodated by the prices secured in the proposal schedule. We are asking for a cost plus commitment from interested vendors who wish to produce work outside of the proposal response schedule set forth herein.

- 3.1.1 To produce work not listed in the proposal schedule, I/We extend the City/County the following "Cost Plus" offer:

COST PLUS 15%

DEFINE HOW COST WILL BE FIGURED:

PAPER COST + 20% + BASE LABOR + SUPPLIES

- 3.1.2 Do you currently have the ability to perform document preparation and finishing services including preparation for digital publishing, desktop publishing, and paste up services?

3.1.2.1 Direct Imaging to Film/Plate:

☒ Yes:

60/hr.

☐ No

3.1.2.2 Desktop Publishing:

☒ Yes:

60/hr.

☐ No

3.1.2.3 Paste up services:

☒ Yes:

40/hr.

☐ No

- 3.1.3 The City/County shall occasionally have need of the following:

3.1.3.1 \$ 60/hr. for: Minor changes from an existing printed sample (1-10 words).

3.1.3.2 \$ 60/hr. for: Medium changes from an existing printed sample (paragraphs).

3.1.3.3 \$ 60/hr. for: Type Setting an entire new document.

- 3.1.4 Do you provide free delivery and pick up of art work and finished printed materials? (See Attachment B for possible delivery locations)

☒ YES

☐ NO

COMMENTS: _____

- 3.1.5 On occasion the City/County may require the Successful Contractor to reproduce confidential or sensitive documents. What is your standard procedure for insuring that our confidential information remains confidential throughout the offset printing process?

COMMENTS: ALERT STAFF TO CONFIDENTIALITY OF THE MATERIAL TO BE PRINTED, DESTROY PLATES, MAKE-READY AND OVER-RUNS OR RETURN TO DEPARTMENT FOR DISPOSAL

- 3.1.6 How do you propose to track the status of the various City/County jobs submitted for production, to insure that jobs are completed in a timely organized manner?

COMMENTS: SUPERVISORS WILL TRACK EACH JOB FROM ORDER, PREPRESS, PRESS AND BINDERY THROUGH DELIVER. OWNER/LIASON WILL HAVE FINAL RESPONSIBILITY

- 3.1.7 When new technology or equipment becomes available (i.g., electronic file transfer, color press, etc.) to your firm, will you provide a mailing or some form of notification to the City/County Customers? Yes ☒ No ☐

If "YES", will you also provide training or instruction on the new services offered (please expand): _____

AT OUR SITE BY APPOINTMENT

CATEGORY II - CLARIFICATION OF THE OFFER

- 3.2.1 The Contractor will provide annotations on each delivery ticket for each job delivered indicating: 1) the requesting department; 2) the individual placing the order; 3) the order date; 4) the delivery location; 5) the delivery date; 6) a brief synopsis of the order; 7) the unit price of each item submitted; and 8) the total price billed on the order.

Do you concur?

☒ YES

☐ NO

- 3.2.2 The Contractor agrees to provide quarterly reports to the Purchasing Agent, showing all purchases made under the contractual arrangement, listing all required information outlined in the specification documents.

Do you concur?

☒ YES

☐ NO

- 3.2.3 The successful contractor shall coordinate work with individual departments, if requested, to offer assistance in job preparation. Vendor shall visit using department's site if necessary to show samples, answer questions and make cost saving recommendations.

Do you concur?

☒ YES

☐ NO

- 3.2.4 The successful contractor may be asked to present brief workshops (estimate 4 each 1 hour sessions) to the City/County Users, educating them on the proposed contract services offered, and best way to interface with your company to promote smooth implementation of the contractual arrangement?

Are you willing to provide described service?

☒ YES

☐ NO

- 3.2.5 What is your proposed procedure for resolving disputes regarding the following categories: 1) Poor, or unsatisfactory service; 2) Poor, or unsatisfactory quality of work produced; 3) Billing disputes; and 4) Mis communication between the City/Co. customer and your company on a job.

COMMENTS:

FIRST DEFINE THESE TERMS SO THEY ARE MUTUALLY ACCEPTABLE, THEN PROCEED ON A CASE BY CASE BASIS TO REACH A SOLUTION WHICH MAY INCLUDE, REPRINTING, REDUCTION IN BILLING OR ANOTHER REMEDY JOINTLY AGREED UPON.

CATEGORY III - WAREHOUSE CAPABILITY

Does your offer include the ability to warehouse jobs performed for the City/County, so that we can take advantage of the most cost effective quantity breaks:

- 3.3.1 My firm is offering warehousing for City/County jobs: ☒ Yes ☐ No

3.3.1.1 Indicate the charges, terms and conditions (if any) for this service: NONE

- 3.3.2 Indicate the address of the warehouse and size of the facility: 8230 CODY DRIVE
COOR PRODUCTION FACILITY

- 3.3.3 Describe your warehousing capacity, terms and conditions: 2000 SQ. FT. NO CHARGE

CATEGORY IV - OPTION TO EXTEND

- 3.4.1 All pricing must remain firm for the first twelve (12) consecutive months of the contract, there after prices may be adjusted only once annually (except as outlined in "General Terms and Conditions", 4. Escalation/De-Escalation Clause). The City/County requires a 30 day notification of price changes for items featured on the proposal schedule. All price decreases will be automatically passed on to the City/County.
Do you concur? ☒ YES ☐ NO
- 3.4.2 Optional renewal year One (1). Plus maximum overall increase not to exceed 0-5 %/yr.
Contractor to provide supporting documentation on any proposed increase (*).
- 3.4.3 Optional renewal year Two (2). Plus maximum overall increase not to exceed 0-5 %/yr.
Contractor to provide supporting documentation on any proposed increase (*).
(* See General Terms & Conditions "Option to Extend", and "Escalation/De-escalation")

CATEGORY V - SUBMITTAL CHECK LIST

- 3.5.1 Check below if you have enclosed the below listed information with your response:
☒ Brief Company background ☒ Equipment list ☒ Sample quote/order confirmation form
- 3.5.2 Will you provide the listed Insurance Certificates if awarded a contract: ☒ Yes ☐ No

PROPOSED ASSIGNED City/County LIAISON: SUE QUAMBUSCH

INTERLOCAL PURCHASING: The City/County desires to make available to other local government entities of the State of Nebraska, by mutual agreement with the successful bidder, and properly authorized interlocal purchasing agreements, the right to purchase the same services, at the prices quoted, for the period of this contract. Each bidder shall indicated on the Bid Form in the space provided below if he/she will honor Political Subdivision orders in accordance with the contract terms and conditions, in addition to orders from City of Lincoln/Lancaster County.

☒ YES ☐ NO

If "YES", Contract supplier or suppliers may honor pricing and extend the contract to political sub-divisions, cities and counties. Terms and conditions of the contract must be met by political sub-divisions, cities and counties. Under no circumstances shall the City of Lincoln/Lancaster County be contractually obligated or liable for any purchases by these political sub-divisions, cities or counties.

REFERENCE LISTING BUSINESS CONTACTS WITH SIMILAR NEEDS TO THOSE PROPOSED HEREIN:

1. Company Name: SEE ADDENDUM
Address/State/Zip: _____
Contact Name and Phone #: _____
Est. annual dollar volume spent with your firm: \$ _____
List the number of years you have served this Client: _____
2. Company Name: _____
Address/State/Zip: _____
Contact Name and Phone #: _____
Est. annual dollar volume spent with your firm: \$ _____
List the number of years you have served this Client: _____

3. Company Name: _____
Address/State/Zip: _____
Contact Name and Phone #: _____
Est. annual dollar volume spent with your firm: \$ _____
List the number of years you have served this Client: _____

NOTE: RETURN 8 COPIES OF PROPOSAL OFFER & SUPPORTING MATERIAL.
MARK OUTSIDE OF PROPOSAL ENVELOPE: SEALED RFP FOR SPEC. NO. 05-007

The undersigned signatory of the proposer represents and warrants that he has full and complete authority to submit this offer to Lancaster City/County of Lincoln, and to enter into a contract if this offer is accepted.

<u>Atoz Inc dba Atoz printing</u>	<u>Susan E. Quamhusch</u>
COMPANY NAME	BY (Signature)
<u>8230 Cody Dr.</u>	<u>Susan E. Quamhusch</u>
STREET ADDRESS or P.O. BOX	(Print Name)
<u>Lincoln NE 68512</u>	<u>Resident</u>
CITY, STATE ZIP CODE	(Title)
<u>402. 477. 0815</u>	<u>4/12/05</u>
TELEPHONE NO.	(Date)
<u>402. 477. 0837</u>	<u>47-0697875</u>
FAX NO.	EMPLOYER'S FEDERAL I.D. NO. OR SOCIAL SECURITY NUMBER
Email: <u>SQuamc atozprint. com</u>	
<u>or unfoe atozprint. com</u>	



Company Overview

A to Z Printing is a company completely committed to excellence, both in print quality and customer service. Since our founding in 1986, A to Z has consistently produced work that met or exceeded the expectations of our customers. We offer all types of commercial printing services, specializing in short-run, four-color process printing and in-house creative graphic design. We also provide direct-to-plate digital output, business forms, advertising specialties, and high quality color copies (600 x 600 dpi) at low cost.

To further enhance customer service, A to Z Printing recently moved to a larger, newly constructed building at 8230 Cody Drive in the Yankee Hill Business Center. The move made room for additional presses, copiers and work areas, so our customers will enjoy better values and faster turnaround times. We also continually upgrade our printing equipment and software. For example, we added a Twin Tower press in 1999 to do four-color work in-house, and a second Twin Tower in 2004.

Industry peers and community members have frequently recognized our successful pursuit of excellence by honoring us with awards. While appreciated, these awards are not the motivating force behind our work ethic. It stems from our philosophy, "We put everything we have into everything we do." We put everything we have into customer service, by giving customers personal attention, expert information and guidance, and thorough attention to detail. We put everything we have into our employees, by creating a positive work environment that is fair, equitable and receptive to new ideas. And we put everything we have into our community, by contributing our time, talent and resources to a wide variety of charitable organizations.

We are most proud, however, of our excellent record of customer satisfaction. In survey after survey of our customers, most respondents cited our personal attention and friendly, professional service as the things they appreciate most. In addition, more than 90% of respondents were "Very Satisfied" with the quality of the finished product.

A to Z Printing was first chosen as a contract vendor for city/county offset printing in 1996, and we remained in that role for seven years. We attribute this successful working relationship to exceptional customer service, aggressive pricing, and a consistently high quality of printing on a variety of jobs. We welcome the opportunity to put this valuable experience back to work by reestablishing our relationship in 2005.

8230 Cody Drive
Lincoln, NE 68512-9440
402.477.0815
Fax 402.477.0837
www.atozprint.com



All Types of
Commercial Printing
Creative Design
Personal Service
info@atozprint.com

Supervisory Personnel

A to Z Printing has two major supervisory personnel. Sue Quambusch, President, has been with the company since its inception in 1986. She oversees day-to-day operations and is the main contact for city employees when they place orders, either by phone or by email. She is also the person to contact with any questions or problems.

Rob Settell is the production manager. He has been with A to Z Printing since 1994. Rob has 36 years of experience in the print industry and is considered the "resident expert" on color, paper and production.

Of course, we have graphics experts and bindery personnel as well. Sue or Rob will direct any questions for these departments to the appropriate person for resolution.

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Equipment — January, 2005

PRESSROOM:

Itek 1218 Camera/Platemaker
Ryobi 3302M Twin Tower (12 x 18)
AB Dick 9870 (12 X 18)
AB Dick 9810 (12 x 18) with T-51
AB Dick 375 (11 x 17) with T-51
AB Dick 9985 Twin Tower (12 x 18)

COPIERS:

Toshiba E-Studio 650 Copier, BW
Toshiba E-Studio 331c Color Copier

BINDERY:

Baum 30.5 Cutter
Challenge 38" Cutter
Baum 714 Folder
Challenge Drill Press
Bostitch Model 7 Wire Stitcher
ISP Model A Stitcher
Rosback Auto Stitcher
Baum Model 2, 17.5 X 22.5 Folder with right angle
Rhino Tuff Coil Binder
Count Auto Pro Numbering Machine: perfs, scores, slits & numbers
Duplo 24A Booklet Maker/Collater



Equipment — January 2005

Graphic Design/File Prep Hardware:

APPLE POWER MAC G5

80GB HD/Dual 1.8 GHz Processor
768 MB DDR SDRAM
Dell 1703 FP Flat Screen Color Monitor
workstation supports CD-RW, readable DVD, Direct
shared line with Dell Dimension 4450/Windows (below)

DELL DIMENSION 4450 SERIES

80 GB HD/Pent.4 266 GHz Processor
512 MB DDR SDRAM
17" Dell E172FP Flatscreen Color Monitor
workstation supports CDs, 250MB Zip Disks & 3.5"Diskettes

APPLE POWER MAC G4

30 GB HD/466 MHz processor
384 MB RAM
21" NEC Color Monitor
workstation supports CDs, 250MB Zip Disks & 3.5"Diskettes

APPLE POWER MAC G4

38 GB HD/867 MHz processor
512 MB RAM
17" Samsung SyncMaster 955DF Color Monitor
workstation supports CDs, 250MB Zip Disks & 3.5"Diskettes

SCANNERS

UMAX Powerlook III Color Flatbed
with Transparency Scanner
Canon N676U 8.5 x 14 Flatbed Color Scanner
Toshiba E-Studio 331c Color Copier with Scanning Capabilities

EXTERNAL DRIVES/DEVICES

APS CD-R CD Writer
Iomega CR-RW Writer, Windows

LASER PRINTER

HP LaserJet 8150N PCL6 Laser Printer

Design Software:

Quark XPress 6.5, 5.01, 4.1 (Mac/Windows)
Adobe InDesign CS (Mac/Windows)
Adobe PageMaker 7.0, 6.5 (Mac/Windows)
Adobe PhotoShop 6.0 and 5.0 (Mac/Windows)
Adobe Illustrator CS (Mac)
Macromedia Freehand 10.0 and 8 (Mac)
Corel Draw 10.0 (Windows)
Microsoft Publisher 2003 (Windows)

Word Processing Software:

Microsoft Office 2002 (Windows)
(Includes: Word, PowerPoint, Excel)
Microsoft Word 98 (Mac)
Corel Word Perfect Office 10.0 (Windows)

Other/Office Equipment:

Micron Work Station (Windows)
Dell Pentium 4, 266 GHz
Internet via ISDN Line
Windows NT Server
Toshiba E-Studio 650 Copier, BW *
Toshiba E-Studio 331c Color Copier *
Canon FaxPhone L80, Super G3 Plain Paper Fax

* *Toshiba copiers are directly connected with Windows and Macintosh Computers to use as laser printers and color proofing devices.*

Prepress Equipment:

DPM 2340 Itek Digital Platemaker
HP DesignJet 10ps Color Proofer (Max 13 x 19" output)



A to Z Printing
8230 Cody Drive
Lincoln, NE 68512
402.477.0815
Fax: 402.477.0837
Email: info@atozprint.com

City of Lincoln/Lancaster County Quick Print/Copy Order Form

Use this form for **up to 250 copies**.

For more than 250 copies, use the **Print Order Form**.

Please fill out a form for **each job** that you are sending to us.

GENERAL INFORMATION

Date of Order _____

Contact Person _____

Department _____

Division _____

Address _____

Phone _____ Fax _____

Phone (After Hours) _____

Email Address _____

Name of Job _____

Billing Reference # _____ ☐ Confidential Job

Date Order is Due _____ Time _____ am pm

☐ Deliver my order to above address.

☐ I will pick up my order at A to Z Printing.

☐ Please deliver my order to _____

☐ Call me when my order is finished at _____

DIGITAL OUTPUT INFORMATION

File Sent: ☐ On Disk ☐ As Email

Hardware Platform: ☐ MAC ☐ PC compatible

Name of File _____

Software Application Used _____ Version _____

Output: ☐ Black & White ☐ Color (Extra Charge)

Note: A to Z does not support all programs, call for more information.

☐ **IMPORTANT! PRINTED PROOF OF DOCUMENT ENCLOSED.**
IF FULL COLORED DOCUMENT PROVIDE A FULL COLOR PROOF.

— ALL GRAPHIC FILES, PHOTOS, LOGOS, ETC. MUST BE INCLUDED
ON YOUR DISK (TIFF or EPS files, only).

— If Freehand or Corel Draw graphics are used, include both the EPS exported file
and the original graphic file. If sending an Illustrator or Freehand graphic, be
sure to CONVERT ALL TYPE TO OUTLINES to avoid problems of missing fonts.

— ALL FONTS MUST BE INCLUDED ON YOUR DISK. Include printer and screen
fonts. Use Type 1 Postscript fonts, if possible. True Type fonts may not print
correctly, especially at high resolutions.

PRINTING INFORMATION

NUMBER OF COPIES: _____

PAPER SIZE: ☐ 8.5"x11" ☐ 8.5"x14" ☐ 11 x 17"

PAPER: ☐ White ☐ Color _____

☐ 20# ☐ 24/60# ☐ 70# Text ☐ 65# Cover

INKS: ☐ Black ☐ Spot Color(s) _____

ORIENTATION: ☐ Originals one-sided, copies one-sided

☐ Originals one-sided, copies two-sided

☐ Originals two-sided, copies two-sided

☐ Originals two-sided, copies one-sided

☐ Keep copies EXACTLY as originals are

COLLATING: ☐ Copied in sets, ordered as originals are

☐ Copied in stacks of like pages

BINDERY ☐ Cut Size: _____

INSTRUCTIONS: Cut to equal _____ finished pieces

☐ Fold: ☐ Half ☐ Thirds ☐ Other _____

☐ Staple: ☐ Side ☐ Saddle ☐ Corner

☐ Perforate ☐ Score

☐ Laminate

☐ Pad — Qty/pad ☐ 25 ☐ 50 ☐ 100

Number of Pads _____

☐ Numbering: Ink ☐ Black ☐ Red

Start # _____ End # _____

☐ Drill: (Number of holes _____ Position _____)

☐ Coil: Color _____

☐ Plastic Comb: Color _____

SPECIAL INSTRUCTIONS



A to Z Printing
8230 Cody Drive
Lincoln, NE 68512
402.477.0815
Fax: 402.477.0837
Email: info@atozprint.com

City of Lincoln/Lancaster County Print Order Form

DESCRIPTION OF JOB

Please fill out a form for **each job** that you are sending to us.

☐ ORDER ☐ QUOTE REQUEST ONLY

GENERAL INFORMATION

Date of Order _____

Contact Person _____

Department _____

Division _____

Address _____

Phone _____ Fax _____

Email _____

Name of Job _____

Billing Reference # _____ ☐ Confidential Job

Date Order is Due _____ Time _____ am pm

☐ Deliver my order to above address.

☐ Please deliver my order to _____

☐ I will pick up my order at printer.

☐ Call me when my order is finished at _____

DIGITAL OUTPUT INFORMATION

File Sent: ☐ On Disk ☐ As Email

Hardware Platform: ☐ MAC ☐ PC compatible

Name of File _____

Software Application Used _____ Version _____

Output: ☐ Black & White ☐ Color (Extra Charge)

Note: A to Z does not support all programs, call for more information.

☐ **IMPORTANT! PRINTED PROOF OF DOCUMENT ENCLOSED.**
IF FULL COLORED DOCUMENT PROVIDE A FULL COLOR PROOF.

- ALL GRAPHIC FILES, PHOTOS, LOGOS, ETC. MUST BE INCLUDED
ON YOUR DISK (TIFF or EPS files, only).

- If Freehand or Corel Draw graphics are used, include both the EPS exported file
and the original graphic file. If sending an Illustrator or Freehand graphic, be
sure to CONVERT ALL TYPE TO OUTLINES to avoid problems of missing fonts.

- ALL FONTS MUST BE INCLUDED ON YOUR DISK. Include printer and screen
fonts. Use Type 1 Postscript fonts, if possible. True Type fonts may not print
correctly, especially at high resolutions.

FINISH SIZE: ☐ 8.5"x11" ☐ 8.5"x14" ☐ 11"x17"

☐ Other _____

QUANTITY: _____

PAPER: ☐ White ☐ 20# ☐ 24# ☐ 65# Cover

☐ Color _____ ☐ 20# ☐ 24# ☐ 65# Cover

☐ Other _____

INKS: ☐ 1 Color/1 Side ☐ Black or ☐ Color _____

☐ 1 Color/2 Sides ☐ Black or ☐ Color _____

☐ 2 Color/1 Side ☐ Black & _____

☐ 2 Color/2 Sides ☐ Black & _____

☐ 2 Color/1 Side ☐ _____ & _____

☐ 2 Color/2 Sides ☐ _____ & _____

☐ Match sample attached

BINDERY INSTRUCTIONS: ☐ Cut Size: _____
Cut to equal _____ finished pieces

☐ Fold: ☐ Half ☐ Thirds ☐ Other _____

☐ Staple: ☐ Side ☐ Saddle ☐ Corner

☐ Perforate ☐ Score

☐ Laminate

☐ Pad - Qty/pad ☐ 25 ☐ 50 ☐ 100

Number of Pads _____

☐ Numbering: Ink ☐ Black ☐ Red

Start # _____ End # _____

☐ Drill: (Number of holes _____ Position _____)

☐ Coil: Color _____

☐ Plastic Comb: Color _____

SPECIAL INSTRUCTIONS